

Flexible Spending Open Enrollment Period

OCTOBER 15—NOVEMBER 16, 2012

What is Flexible Spending?

Flexible Spending Accounts and Pre-tax Transportation plans are a tremendous opportunity for you to enhance your benefits package. The City of Boston knows that these are highly beneficial programs and wants you to have the opportunity to participate in an IRS Section 125/Flexible Spending Account and/or and IRS Section 132/Transportation Plan administered by Cafeteria Plan Advisors, Inc. (CPA, Inc.) for the plan year of January 1, 2013 to December 31, 2013.

Most employees pay for expenses such as dependent care, medical/dental, work related parking fees and mass transit on an after tax basis. These programs allow you to set aside a portion of your paycheck **tax free** to pay for those expenses. The result is a reduction in your taxable income, which will give you an increase in your take home pay. **Don't miss out on this opportunity to save between 28-34% in taxes.**



**A Great Way
to Save
Money!**

NEW THIS YEAR!

• DEBIT CARD

When you sign up for the Medical/Dental Account you will receive a debit card which will contain the full amount you elected for the plan year ready for use on January 1st. You may use the debit card to pay for eligible expenses at the point of sale: the pharmacy, doctor's office, dentist office, eyewear retailer, etc. This will mean real time use of your money without having to submit for reimbursement.



• 75-DAY GRACE PERIOD

The City of Boston has elected to implement a grace period at the end of the plan year. This grace period will give enrollees an additional 75 days (until March 15th) to spend any money that may be left in their accounts at the end of the plan year.

Four Different Flexible Spending Accounts

Medical/Dental Account

Employees may set aside up to \$2,500 per plan year to pay for out-of-pocket medical/dental expenses for themselves and their family members. Examples include:

- Co-pays for office visits and prescription drugs
- Orthodontia and other dental expenses
- Contact lenses, eye glasses, laser eye surgery
- Visits for Chiropractic Care or Acupuncture

Using this account can help with adjusting to the recent increase in co-pays for office visits, prescription drugs and emergency room visits.

Dependent Care Account

Employees can set aside up to \$5,000 per plan year to pay for out-of-pocket dependent care expenses for children under the age of 13 or elderly parents. This includes:

- Day Care
- Before School Care & After School Care
- Summer Day Camp
- Elder Care

Although you can claim dependent care expenses when you file your taxes, in most cases, people are able to save more money this way. Please consult your tax advisor.

Transportation - Parking

Employees may set aside up to \$240 per month for work related parking expenses.

Transportation - Transit*

Employees may set aside up to \$125 per month for work related public transportation expenses.

*This account cannot be combined with the City of Boston MBTA Pass Program.

Expenses for both of these Transportation accounts must be work related and for the employee only. This cannot be used to pay for another family member's transportation expenses.

How to Enroll

Employees Newly Enrolling:

In order to enroll you may either:

- Download an enrollment form from the HUB or the CPA, Inc. website (print the form dedicated to the City of Boston) then fax or mail it to CPA, Inc., or
- Complete an enrollment form at one of the Information Sessions/Tables that will be available throughout the open enrollment period, or
- Call CPA, Inc. to request a form.

Employees Currently Enrolled:

A re-enrollment packet will be mailed to your home address at the beginning of open enrollment. You will need to complete the enrollment form and fax or mail it directly to CPA, Inc. If for some reason you don't receive a re-enrollment packet, you can download a form online or call CPA, Inc. to request one.

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**CPA, Inc. must receive your
 enrollment form no later
 than November 16th.**



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Information Sessions & Information Tables

**TO FIND OUT
MORE ABOUT
THIS BENEFIT,
PLEASE ATTEND
ONE OF THESE
INFORMATION
SESSIONS/
TABLES**

Date	Location	Time
Tuesday, October 16 th	City Hall, 5 th Floor, Piemonte Room (Presentations)	10:30 AM – 11:00 AM 11:15 AM – 11:45 AM 12:00 PM – 12:30 PM
Tuesday, October 16 th	1010 Mass Ave, 3 rd Floor Conference Room (Table)	2:30 PM – 4:30 PM
Tuesday, October 30 th	BTD, 200 Frontage Rd (Table)	10:00 AM – 12:00 PM
Tuesday, October 30 th	Boston Teacher's Union Lounge (Table)	2:30 PM – 4:30 PM

IMPORTANT—Please Note the Following:

- Due to a change in IRS regulations, **the maximum amount allowed for Medical/Dental Accounts** has been reduced to \$2,500 effective January 1, 2013.
- **Do not throw away your debit card!** If you re-enroll next plan year, the same debit card will be reloaded with your elected amount for that plan year. There is a replacement fee if you need to request a new card.
- There is an **Administrative Fee** of \$48 per plan year to participate.
- You cannot change your elected amount during the plan year unless you have a qualifying event and notify CPA, Inc. within 30 days.
- **If you don't use it you lose it.** Please be conservative when deciding how much money to set aside for Medical/Dental and Dependent Care Expenses. If you do not spend your money by the end of the plan year, you could be in danger of forfeiting your money. However, the implementation of the new 75-day grace period allows you 75 days past the end of the plan year (March 15th) to spend the money.



City of Boston

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Thomas M. Menino, Mayor